

OFFICE OF THE GOVERNOR
GRANTS PROGRAM
CAPITOL, 300 SW 10TH AVENUE, STE. 212S, TOPEKA, KS 66612-1590
FAX: (785) 291-3204

EQUIPMENT INVENTORY FORM
DUE WITHIN 30 DAYS OF PURCHASE DATE

All subgrantees are required to fill out this form if equipment is purchased with any grant funds administered by the Governor's Grants Program. Any equipment purchase must have been approved as part of the grant award. The Governor's Grants Program defines equipment as assets with a useful life of one year or more and a cost of \$500 or more. This form must be submitted to the Governor's Grants Program within 30 days of purchasing the equipment. A copy should also be retained in the subgrantee's grant file.

Name of Subgrantee Organization: _____

Grant Project Number: _____

Name and Phone Number of Individual Completing Form: _____

Description of Equipment: _____

Serial (or other identification) Number: _____

Source of the Equipment: _____

Identification of Who Holds the Title: _____

Acquisition Date: _____

Location of Equipment: _____

New/Used (circle one) Equipment on Date of Purchase. If Used, Condition of Equipment: _____

Total Purchase Cost of Equipment: \$ _____

Cost Charged to Grant Project: \$ _____ Grant Project Percentage of Total Cost: _____ %

Federal Funds: \$ _____ Federal Portion of Cost Charged to Grant Project: _____ %

Non-Federal Match: \$ _____ Non-Federal Match Portion of Cost Charged to Grant Project: _____ %

EXAMPLE:

Total Purchase Cost of Equipment: \$1,500

Cost Charged to Grant Project: \$1,000 Grant Project Percentage of Total Cost: 66%

Federal Funds: \$740 Federal Portion of Cost Charged to Grant Project: 74%

Non-Federal Match: \$260 Non-Federal Match Portion of Cost Charged to Grant Project: 26%

The subgrantee agrees that equipment purchased through this grant project will continue to be used for the purpose it was purchased for as long as needed, whether or not the grant project continues to be supported by this grant program. Further, the subgrantee assures that services provided which utilize the equipment purchased by this grant project will continue to be reported to the Governor's Grants Program annually for as long as the equipment is used.

For Office of the Governor Use

Entered by: _____

Date: _____